

CT VALLEY HOSPITAL
JOB OPPORTUNITY
OCCUPATIONAL THERAPY SUPERVISOR
ADMINISTRATIVE SUPPORT SERVICES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees and The Public

Program/Unit: ADMINISTRATIVE SUPPORT SERVICES DIVISION ~ Patient Central Services

Shift/Schedule/Hours: Monday through Friday – 8:00 a.m. to 4:00 p.m. - 37.5 hours

Position Number: CV101192

Salary: \$67,644.00 - \$91,226.00 Annually

Closing Posting Date: November 26, 2013

General Experience and Training: Two (2) years' experience as an Occupational Therapist.

Special Requirements: Incumbents must be registered as a licensed Occupational Therapist in the State of Connecticut or possess a temporary permit to practice Occupational Therapy at the time of appointment.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

Duties may include but not limited to: Plans, directs, and/or contributes to planning and directing of an occupational therapy program used to provide clients with habilitation/ rehabilitation activities; develops diagnostic tools and administrative procedures for occupational therapy department; supervises and instructs staff in occupational therapeutic techniques and implementation of various procedures; provides in-service training; supervises therapy staff and reviews their reports; conducts or participates in case conferences, client study meetings or clinics to provide consultation to disciplines regarding client level of functioning, treatment plans and progress; attends training conferences and lectures on occupational therapy and related topics; develops and maintains reporting and recording procedures for client care and administrative matters; prepares and maintains reports on client diagnosis, treatment and progress; maintains inventories and orders supplies and equipment; may assign clients to activity groups; may develop occupational therapy policies and procedures, may prepare occupational therapy department budget; may conduct occupational therapy staff meetings to discuss clinical and administrative issues; may maintain liaison with local and state agencies for continuance of vocational and educational training of discharged clients; may make home visits to conduct in vivo services; performs related duties as required. Provides discipline based supervision to other occupational therapists and certified occupational therapist assistants in the agency.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (ex. Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other State Employees:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
Connecticut Valley Hospital
Page Hall ~ Human Resources Division
P.O. BOX 351 ~ Silver Street
Middletown, CT 06457
Fax: (860) 262-5055 - E-Mail: CVH-RECRUIT@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. P-1